Making That First Impression Count!

Presenting Your Resumé

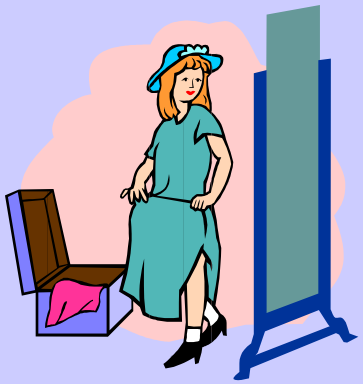
Impressions are formed the first time we see or meet someone. (Based on physical appearance, attitude, intellect, etc.)

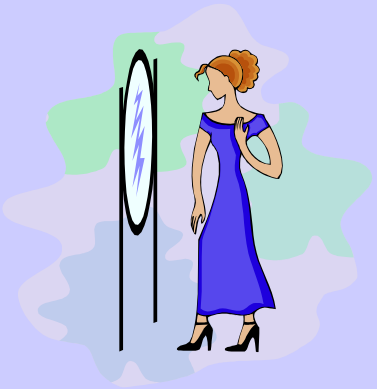
First impressions can be lasting.

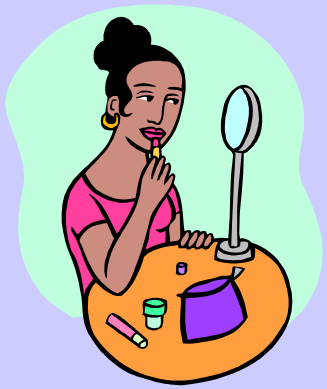
When you apply for a job, your resumé is often the means by which a first impression is formed.

Your resumé is a reflection of you…

So dress [it] up to look your best.







Stimulate the reviewer to want to know more about you.

- Use proper grammar and spelling.
- Be forthright. (Don’t ramble or use double talk.)
- Be assertive. (Toot your own horn, but be prepared to back it up.)

Stimulate the reviewer to want to know more about you. (cont'd)

- Tailor the narrative of your experience to demonstrate possession of relevant skills and knowledge.
- Be truthful in stating your qualifications.
- List relevant education/training.

Stimulate the reviewer to want to know more about you. (cont'd)

- Account for gaps in employment dates, e.g., "unemployed from ____ to ____."

- List relevant awards, community activities, special projects/teams with which involved.

CONCLUSION

- Never take for granted that the selecting official/panel knows you and what you can do.

- A poorly-prepared resumé may prevent you from being selected, even if, in actuality, you are the best qualified individual for the position.

The content of your resumé should be a reflection of the knowledges, skills, and abilities that you would bring to the position for which you are applying.

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